

STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
February 2007




CLASSIFICATION ANNOUNCEMENT

PLEASE NOTE: “This document does NOT represent a vacancy announcement. The intention of this information is to give notice of changes recently made to each of the job classifications listed below”.

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Administrative Services Assistant 4 (A)	73166	\$31,536 - \$50,448
Communications Dispatcher 2 (A)	02752	\$23,580 - \$37,740
Revenue Regulatory Agent (B)	38646	\$34,368 - \$44,688
Revenue Regulatory Agent Supervisor (B)	38647	\$40,608 - \$64,968
Revenue Regulatory Officer Supervisor (B)	38649	\$32,904 - \$52,644
Revenue Special Investigations Manager (B)	38648	\$46,104 - \$73,764
Statistical Clerk (A, I)	02520	\$20,016 - \$32,016

LEGEND

- A Job classification will have a change in MINIMUM QUALIFICATIONS effective February 27, 2007.
- B A NEW CLASSIFICATION and REGISTER will be ESTABLISHED February 27, 2007.
- C Register will be ABOLISHED and REESTABLISHED effective.
- D Job classification will be ABOLISHED.
- E Job classification will have a TITLE CHANGE effective February 27, 2007.
- F Job classification will have a change in SALARY effective.
- G Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- H Job classification will have a change of Probationary Period from 6 months to 1 year.
- I Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a daily basis at the department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective.
- K Job classification will be converting from “daily” status (i.e., continuous basis only) to closed examination status effective 7/17/06 until further notice.
- L Job classification will be converting from both EXECUTIVE SERVICE to CAREER SERVICE effective.
- M Job classification changed examination method from Competitive to Non-Competitive.
- N Job classification will change from compensatory to cash overtime.
- O Job classification is converting from “program” status (i.e., announced examination) to “daily” status (i.e., continuous basis only) effective.
- P Job classification converted from “daily” status (i.e., continuous basis only) to “program” status (i.e., announced examination) effective.
- Q Due to the consolidation of the Public Health Nurse 2-5 job series into the Registered Nurse 2-5 job series, the registers for the Public Health Nurse job series will be abolished effective October 19, 2006. Applicants who wish to be considered for these jobs should instead apply for the Registered Nurse 2 – 5 job series.
- R Job class is converting from announced basis only to announced on a quarterly basis (i.e., classification will be opened for a scheduled two week period once every quarter). The first scheduled quarterly open period will be October 24th – November 7th. The complete schedule for 2007 will be posted on Department of Personnel website.
- S Job classifications will be opened on a quarterly basis (i.e., classification will be opened for a scheduled two week period once every quarter). These dates are tentative and subject to change [second Tuesday in January, second Tuesday in April and second Tueday in July].

 Tennessee Department of Personnel, Authorization #319177, November, 2005. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-0441 - Fax Number (615) 401-7626.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

ADMINISTRATIVE SERVICES ASSISTANT 4

SUMMARY: Under general supervision, performs professional staff administrative work of considerable difficulty and supervisory work of average difficulty in support of line operations; and performs related work as required.

DISTINGUISHING FEATURES: This is the second supervisory class in the Administrative Services Assistant sub-series. Incumbents in this class perform administrative duties with a high degree of independence. This work involves considerable participation in developing, implementing and evaluating policies and procedures having significant impact on a department as a whole or a segment of the public. Incumbents in this class often independently review and authorize the expenditure of large sums of money for services, property, supplies, and equipment. This work may include independently preparing a large and/or complex budget and controlling expenditures. Employees in this class also have a high degree of difficult personal contacts with officials, administrators, legal, technical and business professionals and the general public in explaining, interpreting, and enforcing pertinent laws, regulations, policies and procedures and resolving problems and issues encountered in work. This class differs from that of Administrative Services Assistant 3 in that incumbents of the latter perform duties with less independence and with less scope and impact in the areas of policy development, fiscal control, and personal contacts. This class differs from that of Administrative Services Assistant 5 in that incumbents of the latter independently perform very complex administrative services duties having broad scope and impact and often independently manage fiscal services and budgetary activities of greater size and complexity. This work involves more frequent personal contacts with high level officials in handling difficult negotiations, resolving problems, and making presentations to representative groups on pertinent administrative issues. This class differs from that of more specialized classes performing administrative services related and analytic duties in that incumbents of the latter perform these duties within a specific, limited field and function as analytic specialists rather than generalists.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time increasingly responsible professional staff administrative work; qualifying full-time increasingly responsible sub professional experience, or paraprofessional or professional experience may be substituted for the required education on a year-for-year basis, to a maximum of four years; additional graduate coursework in public administration, business administration or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years; OR three years of increasingly responsible professional administrative services experience with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100% for Career Service positions.

COMMUNICATIONS DISPATCHER 2*

SUMMARY: Under general supervision, is responsible for communications equipment operations work of average difficulty in operating teletype and two-way radio equipment in receiving and transmitting law enforcement, disaster and/or weather information; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working class in the Communications Dispatcher sub-series. An employee in this class performs shift work, on a rotating basis, in receiving law enforcement, disaster and/or weather information, by telephone, teletype and two-way radio, and transmitting messages based on this information to the most appropriate agencies or individuals. Work involves making decisions on the most appropriate agencies or individuals to receive the information and preparing and maintaining communications logs and statistical reports. This class is flexibly staffed with and differs from that of Communications Dispatcher 1 in that an incumbent of the latter functions in an entry or learning capacity. This class differs from that of Communications Dispatcher Supervisor in that an incumbent of the latter is responsible for supervising and scheduling the work of a small unit of subordinate communications dispatchers.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year of full-time communications dispatching experience; qualifying full-time experience in communications dispatching may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be at least eighteen (18) years of age.
- (2.) be a citizen of the United States.
- (3.) have a good moral character, as determined by investigation.
- (4.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (5.) agree to release all records involving their criminal history to the appointing authority.
- (6.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (7.) not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances, Tennessee Code Annotated 7-86-205.
- (8.) not have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) upon appointment, successfully complete a prescribed course of instruction approved by the Tennessee Public Safety Committee.

Applicants for positions in the Department of Safety and the Tennessee Wildlife Resources Agency must pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.

EXAMINATION METHOD: Education and Experience, 100% for Career Service positions.

REVENUE REGULATORY AGENT

SUMMARY: Under general supervision, is responsible for conducting investigation and inspection work of average difficulty involving suspected cases of stolen parts trafficking and title and registration violations; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs covert and overt investigations and inspections of suspected cases of stolen vehicle parts trafficking and title and registration violations. Employees are assigned to perform investigative duties in specific geographic areas of the state but may be required to assist in unassigned areas as necessary. This class reports to and differs from Revenue Regulatory Agent Supervisor in that incumbents of the latter supervise and train subordinate revenue regulatory agents in an assigned geographical region of the state.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of full-time work in one or a combination of the following: 1) commissioned law enforcement work or 2) professional or paraprofessional state or federal regulatory compliance work.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following may be substituted for the required education on a year-for-year basis to a maximum of four years: 1) commissioned law enforcement work or 2) professional or paraprofessional state or federal regulatory compliance work.

Substitution of Education for Experience: Graduate coursework from an accredited college or university in criminal justice or criminology may be substituted for the required experience on a year-for-year basis, to a maximum of two years (e.g., 36 quarter hours is equivalent to one year).

OR

Education and Experience: Graduation from an accredited college or university with an associate's degree in criminal justice or criminology and experience equivalent to two years of full-time work in one or a combination of the following: 1) commissioned law enforcement work or 2) professional or paraprofessional state or federal regulatory compliance work.

Necessary Special Qualifications: Applicants for this class must be:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons.
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Department of Safety Training Center or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE REGULATORY AGENT SUPERVISOR

SUMMARY: Under general supervision, is responsible for supervisory inspection and investigation work of average difficulty involving the supervision of revenue regulatory agents in an assigned geographical region of the state; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the Revenue Regulatory Agent subseries. An employee in this class supervises a unit of revenue regulatory agents within a specific area of the state that performs covert and overt investigations and inspections of suspected cases of stolen vehicle parts trafficking and title and registration violations.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time work in one or a combination of the following: 1) commissioned law enforcement work or 2) professional or paraprofessional state or federal regulatory compliance work.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following may be substituted for the required education on a year-for-year basis to a maximum of four years: 1) commissioned law enforcement work or 2) professional or paraprofessional state or federal regulatory compliance work.

Substitution of Education for Experience: Graduate coursework from an accredited college or university in criminal justice or criminology may be substituted for the required experience on a year-for-year basis, to a maximum of two years (e.g., 36 quarter hours is equivalent to one year).

OR

Education and Experience: Graduation from an accredited college or university with an associate's degree in criminal justice or criminology and experience equivalent to three years of full-time work in one or a combination of the following: 1) commissioned law enforcement work or 2) professional or paraprofessional state or federal regulatory compliance work.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons.
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Department of Safety Training Center or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE REGULATORY OFFICER SUPERVISOR

SUMMARY: Under general supervision, is responsible for revenue regulatory supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the Revenue Regulatory Officer subseries. An employee in this class supervises a unit of revenue regulatory officers conducting inspections and investigations to determine unlawful trade practices of motor fuel, tobacco, and beer.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and qualifying experience equivalent to two years of full-time work in one or a combination of the following: 1) professional or paraprofessional investigative experience dealing with tax compliance, 2) professional experience involving financial accounting or auditing, 3) criminal investigations, or 4) experience dealing with the inspection of establishments which deal with alcohol, tobacco, or gas products.

Substitution of Experience for Education: Experience in one or a combination of the following areas may be substituted for the required education on a year-for-year basis to a maximum of four years: 1) professional or paraprofessional investigative experience dealing with tax compliance, 2) professional experience involving financial accounting or auditing, 3) criminal investigations, or 4) experience dealing with the inspection of establishments which deal with alcohol, tobacco, or gas products.

Substitution of Education for Experience: Additional graduate course work in one or a combination of the following may be substituted for the required experience on a year-for-year basis, to a maximum of one year: (1) accounting; (2) business administration; (3) criminal justice; (4) criminology, or (5) finance (e.g., 36 graduate quarter hours in accounting may substitute for one year of required experience).

Necessary Special Qualifications: Applicants for this class must:

- (1.) have a good moral character, as determined by investigation.
- (2.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (3.) agree to release all records involving their criminal history to the appointing authority.
- (4.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (5.) possess a valid motor vehicle operator's license at the time of appointment.
- (6.) have a motor vehicle available for use in performance of job duties in some positions.
- (7.) upon appointment, successfully complete the certification process to take dyed fuel samples.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

REVENUE SPECIAL INVESTIGATIONS MANAGER

SUMMARY: Under general supervision, is responsible for managerial and administrative work of considerable difficulty in planning, organizing, and managing revenue investigative and inspection work; and performs related work as required.

DISTINGUISHING FEATURES: This is the second supervisory class in the Revenue Regulatory Officer, Revenue Regulatory Agent, and Revenue Special Agent sub-series. An employee in this class manages the investigative activities of agents and officers employees engaged in enforcing the revenue laws of the State of Tennessee. This class supervises and differs from lower-level Revenue Supervisors in that incumbents of the latter supervise an anti-theft and regulatory unit or tax investigations unit within a specific area of the state.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time work in one or a combination of the following: 1) vehicle title & registration commissioned law enforcement work 2) professional investigative state or federal tax compliance work.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following areas may be substituted for the required education on a year-for-year basis to a maximum of four years: 1) vehicle title & registration commissioned law enforcement work 2) professional investigative state or federal tax compliance work.

Substitution of Education for Experience: Graduate coursework from an accredited college or university in criminal justice or criminology may be substituted for the required experience on a year-for-year basis, to a maximum of two years (e.g., 36 quarter hours is equivalent to one year).

OR

Education and Experience: Graduation from an accredited college or university with an associate's degree in criminal justice or criminology and experience equivalent to four years of full-time work in one or a combination of the following: 1) vehicle title & registration commissioned law enforcement work 2) professional investigative state or federal tax compliance work.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons.
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) each eye corrected to 20/30 or better with corrective lenses.
- (12.) possess a valid motor vehicle operator's license at the time of appointment in some positions.
- (13.) upon appointment, successfully complete a prescribed course of instruction at the Department of Safety Training Center or have successfully completed the equivalent of the prescribed course.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

STATISTICAL CLERK

SUMMARY: Under general supervision, is responsible for statistical clerical work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class collects, edits, compiles, summarizes, and records data needed to complete standard statistical reports. This class differs from that of Clerk 2 in that an incumbent of the latter may act in an entry-level capacity in learning to perform statistical clerical work of routine difficulty.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to one year of full-time statistical clerical experience; qualifying full-time statistical clerical experience may be substituted for the required education on a year-for-year basis; completion of three quarter hours in statistics and an additional six quarter hours in mathematics, statistics, and/or computer science from an accredited college, technical institute or vocational school may be substituted for the required experience.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Written Test, 100%, for Career Service positions.